

# 2007 Annual Property Inspection

Property Name or Address

KODE Complaint #

Inspector

Property Rep.

Date



**Community Services Department**  
**Code Enforcement Division**  
 201 E Abram St, Arlington TX, 76010  
 7th floor of Municipal Office Tower  
 (817) 459-6777 or fax (817) 459-6772

Extended Stay Property - **Yes** **No**  
 Units Inspected - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Should you have any questions, please email:  
[code@ci.arlington.tx.us](mailto:code@ci.arlington.tx.us)

## Annual Property Inspection Checklist

This checklist is designed to facilitate the self-evaluation of your property. It is highly recommended that **prior** to your scheduled Annual Property Inspection (API), you evaluate your property by referring to the below listed **common code violations**.

During the API, the inspector will discuss each noted violation. Generally speaking, all noted violations must be corrected within **30 days** from the date of inspection.

Inspector Initials

Property Representative Initials

## Inspection Scoring Methodology

Each noted non-life safety violation deducts 1/2 point (0.5).  
 Each noted life safety violation deducts 5 points.  
 The final API score is determined by deducting all violation points from 100. **Any score below 70 will result in another complete API 6 months from date of original inspection.**  
**Note - all life-safety violations are shaded**

Total non life-safety violations - \_\_\_\_\_ x 0.5 = \_\_\_\_\_  
 Total life-safety violations - \_\_\_\_\_ x 5 = \_\_\_\_\_  
 Total deducted points - \_\_\_\_\_ - 100 = \_\_\_\_\_

Your property -

Passed

Failed

Violation Description	In Violation	Not In Violation	Violation Description	In Violation	Not In Violation
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### Fire Sprinkler System/Fire Alarm System/Fire Hydrants

1. Sprinklers are free from any evidence of damage; none are painted over		
2. At least three feet (3') of clearance near any fire hydrant		
3. Fire alarm system and sprinkler system are tagged green or yellow		
4. Keys available to inspect panels		
5. Current Annual Fire Alarm and Sprinkler certification letter on file (both required) <b>Provide copy for Code Enforcement File</b>		

In Violation	Not In Violation
6. Freeze sensor installed	
7. Rain sensor installed	

### Fire Extinguishers

In Violation	Not In Violation
8. Fire Extinguisher - minimum 2A-10BC	
9. Extinguishers located in visible area	
10. Extinguishers display current inspection tags	
11. Gauge shows correct charge	

### Electrical (continued from page 1)

In Violation	Not In Violation
23. Panel blanks are correctly installed where and as needed	
24. Circuits in panel box are clearly labeled or identified	

### Egress Requirements

12. Check door locks - Correct height; no higher than forty-eight inches (48")		
13. Required door sign - "This door is to remain unlocked during regular business hours"		
14. Corridors not blocked or unobstructed		
15. Panic hardware operates correctly; No special knowledge or key is needed		
16. Exit lights functional		
17. Emergency Lights functional		

### Compressed Gas Cylinders

In Violation	Not In Violation
18. Cylinders chained to wall	
19. Cylinders located away from heating device or source	
20. Cylinders located away from egress areas	

### Electrical (continued on page 2)

In Violation	Not In Violation
21. Electrical outlets have covers and are wired correctly	
22. Extension cords are being used appropriately	

### Boiler Rooms (continued)

In Violation	Not In Violation
47. Boiler gauges operable	
48. Storage tanks - TPR valves installed correctly	

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25.	No double-lugging in the electrical panel box	
26.	At least three feet (3') of clearance surrounding panel box	
27.	Light switches have covers	
28.	GFCI circuits and outlets (if required) are operable and wired correctly	
29.	Any subpanels present are appropriate	

### Plumbing

30.	Toilet valve assemblies are anti-siphon	
31.	P-traps are installed where needed or required	
32.	Faucets installed, operable and do not leak	

### Boiler Rooms

33.	Current State Boiler Inspection Certificate posted near boiler locations	
34.	Does boiler certificate match the boiler license plate	
35.	No holes in the ceiling or walls	
36.	If attached to an R-1 occupancy, are one-hour requirements met	
37.	Correct TPR valve is installed	
38.	Boilers have AGA approved gas shut-off valve installed within six feet (6') of boiler	
39.	Proper air-gap maintained between the TPR discharge line and sanitary sewer (2x pipe diameter)	
40.	Fire Extinguisher - minimum 2A-10BC	
41.	Fire extinguisher mounted by door in readily accessible location	
42.	All egress requirements adequately met	
43.	Boiler room free from storage and trash	
44.	Combustion air requirements are met	
45.	Combustion air vent grilles are clear and free from lint or dirt accumulations	
46.	Vent pipes are installed correctly; minimum clearances from combustible materials; vent pipe collar installed	

### All Units (continued from page 2)

70.	Light switches have covers	
71.	Unit is free from water leaks	
72.	Unit is free from mildew or damp spaces	
73.	Unit is free from rodent/insect infestation	

### Laundry Rooms

	In Violation	Not In Violation
49.	Fire Extinguisher - minimum 2A-10BC	
50.	Electrical outlets/switches have covers and are correctly wired	
51.	Check door locks - correct height; no higher than forty-eight inches (48")	
52.	No special knowledge or key is needed to unlock the exit door from the inside	
53.	No evidence of any water leaks	
54.	Floor drains are not blocked and covers are installed	
55.	Area behind the dryers is free from lint and trash	
56.	Gas dryers have AGA approved gas shut-off valve to each dryer, within six feet (6') of dryer	
57.	Laundry room is kept clean	
58.	Lights are operable	

### Storage Rooms

	In Violation	Not In Violation
59.	If attached to an R-1 occupancy, one-hour requirements met	
60.	Only one apartment is used for storage purposes; must meet one-hour construction requirements	
61.	Fire Extinguisher - minimum 2A-10BC	
62.	Storage room is maintained to minimum housing standards. (Contact Inspector for required standards).	

### All Units (continued on page 3)

	In Violation	Not In Violation
63.	Check door locks - correct height; no higher than forty-eight inches (48")	
64.	Weather stripping surrounding on all exterior doors	
65.	Smoke detector(s) installed according to manufacturer specifications and are installed in correct locations	
66.	Smoke detector(s) are operable	
67.	Correct number of smoke detector(s) are installed	
68.	Smoke detector(s) free from paint or other form of damage	
69.	Electrical outlets have covers and are wired correctly	

### All Units - Electrical Panel

	In Violation	Not In Violation
94.	Panel blanks are installed, as needed	
95.	Circuits are clearly labeled and identified	
96.	No double-lugging is present	
97.	Deadfront is installed	



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74. Flooring coverings are in good condition	
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### All Units - Water Heater In Violation

75. TPR valve is installed correctly	
76. Cover plates installed on heater element access panels	
77. Combustion air requirements are met	
78. Combustion air vents are clear from obstructions, lint and/or storage	
79. Vent pipe installed correctly, minimum clearances from combustible materials	
80. Vent pipe collar installed	
81. Gas shut-off valve installed	

### All Units - Kitchen In Violation

82. Garbage disposal operable, wired correctly with proper cord connector	
83. Hot water temperature at least 110 °F (110 degrees Fahrenheit)	
84. If required - GFCI outlets operable and and wired correctly	
85. Appliances operable	
86. Dishwasher cover plates installed and drain line looped above flood rim of sink	

### All Units - Security Measures In Violation

87. Pin locks installed at correct height	
88. Peephole viewer; correct size and height	
89. Latches operable and installed on all windows	
90. Single-keyed deadbolt installed	
91. Three inch (3") screws used in deadbolt strike plate	

### All Units - Air Handler In Violation

92. High voltage wiring in conduit and protected from fan; covers installed	
93. Furr down is maintained; no holes in sheetrock; no gaps around any piping	

### Balconies/Landings (continued from page 3) In Violation

116. Joists are maintained, no signs of deterioration	
117. Rim joist is maintained, no signs of deterioration	
118. Support posts are maintained, no signs of deterioration	
119. Decking is maintained, no signs of any tripping hazards	

### Staircases In Violation

120. Handrails in place and at correct height, no gaps exceeding those allowed at time of construction	
121. No motorcycles or fueled equipment stored under balconies or in required exits	
122. Stair rise and run is correct	

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### Not In Violation


### Not In Violation


### Not In Violation


### Not In Violation


### Not In Violation


### Not In Violation


<b>All Units - Bedroom</b>	<b>In Violation</b>	<b>Not In Violation</b>
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98. Bedroom window is operable with latches and free from obstructions		
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### All Units - Bathroom In Violation

99. Exhaust fan is operable		
100. Toilet valve assembly approved (anti-siphon)		
101. P-trap requirements met		
102. Faucets operable, no evidence of water leaks		
103. Hot water temperature at least 110 °F (110 degrees Fahrenheit)		
104. If required, GFCI outlets are operable and wired correctly		

### All Units - Attic In Violation

105. Draftstops installed and maintained; no damage or penetration		
106. Attic is free from storage		
107. Firewalls/flareouts are installed and maintained		
108. Attic ventilation is adequate		
109. Electrical wiring - splices, boxes etc... are correct		
110. Plumbing - vents, exhaust vents etc... all are terminated through roof properly		

### Outside Condensing Units In Violation

111. Covers are in place and secure		
112. Conduit and disconnect boxes are secure		
113. Fan grill installed, no holes other than original design, wiring installed correctly		
114. Condenser pad in place		

### Balconies / Landings (continued on page 4) In Violation

115. Guardrails are secure, at correct height with no gaps exceeding those allowed at time of construction.		
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### Common Areas In Violation

138. Parking spaces are clearly marked		
139. Parking lot(s) free from pot holes of any size, and are well maintained		
140. Dumpsters and dumpster areas are clean and free from odor or accumulated debris		
141. Dumpsters are kept away from buildings		
142. Pet food is not left outside - doing so mitigates rodent/insect infestations		
143. Property has no graffiti - in any location		
144. Grounds are kept free from litter and debris - maintained daily		
145. No commercial vehicles parked or kept on property - (if adjacent to residentially zoned parcel)		

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All Building Locations		In Violation	Not In Violation
123. Foundations appear sound, no cracks or other signs of erosion			
124. Wall coverings (i.e. brick, stucco, siding etc...) are well maintained			
125. Eaves are painted, no signs of deterioration			
126. Fascia is painted, no signs of deterioration			
127. Trim is painted, no signs of deterioration			
128. Gutters are secured			
129. Downspouts are maintained			
130. Perimeter fences are maintained, not in a dilapidated state			
131. Patio fences are maintained, not in a dilapidated state			
132. Carports are maintained			
133. Electrical sheds are maintained			
134. Roof coverings are maintained in good condition			
135. Retaining walls are maintained, no visible signs of deterioration, buckling or other signs of potential failure			
136. Electrical meters/main panels are securely attached to wall			
137. LP Gas containers are not used within ten feet (10') of any structure			

  

146. No junked motor vehicles on property - (Inoperable vehicle without current registration or inspection certificate)		
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Addresses		In Violation	Not In Violation
147. Building numbers are readily visible from the fire lane or street side of building			
148. Building numbers contrast with background color, and are at least six inches (6") in height			
149. Unit range numbers are at least four inches (4") in height and are directly below the building numbers			
150. In low light, the building and ranger numbers are clearly illuminated			
151. Method of night illumination is automatic, photo cell or timed lighting			
152. Method of night illumination is not tenant controlled			
153. Street signs correctly identify street names			
Fire Lanes		In Violation	Not In Violation
154. Fire lane verbiage is correct and easily recognized			
155. Vertical clearance is maintained			
156. Surface is suitable for supporting imposed loads			